

Diplomacy Careers Outreach in South Region



Project Title	Diplomacy Careers Outreach in South Region
Project Summary	Assist the Diplomat in Residence for the South Region (N. AL, N. GA., and Tennessee) in conducting public outreach about the U.S. State Department careers (Foreign Service & Civil Service) and internships.
Country	United States

Project Description

Assist the Diplomat in Residence to inform audiences about the work of our nation's diplomats and to recruit qualified prospects to consider U.S. Department of State and Civil Service careers, and internships. Duties will include:

- Develop social media content of interest for the South Region.
- Research and identify key influencers at educational institutions, local government entities, and non-governmental organizations to promote outreach efforts.
- Collaborate with DIR to develop a plan of engagement for the region.
- Assist with scheduling, arranging, and advertising the DIRs events and programs.
- Conduct data analysis and track metrics to measure outcomes.
- When available and practical, participate in and observe events; also support events by assisting with registration, taking photos, taking notes, and posting on social media.
- Maintain and update list of contacts for career services/faculty/staff influencers on university campuses, professional organizations, and military bases in the DIR region.
- Customize posters, presentations, and handouts as needed for DIR events such as, special presentations, hosting campus visits of other diplomats, international festivals, career fairs, and other opportunities as they arise. Look for ways to connect our DIR with new and diverse audiences on and off-campus.
- Via email, distribute materials to a wide range of student affinity groups (LGBT, Disability, all racial/ethnic affinity groups, etc.). ROTC Student Veteran Affairs Offices, and other organizations.

Preference will be given to students studying either in; N. GA., N.AL., or Tennessee: and who have been at their institutions for a minimum of one year, but preferably two years.

Required Skills or Interests

Skill(s)

Cultural diplomacy
Data analysis
Editing and proofreading
Marketing
Research

Additional Information

You will be part of a dynamic and exciting team of U.S. Department of State Diplomats in Residence and Washington-based Recruiters and interns across the country working to attract, identify, and encourage young people and career professionals to become the next generation of professionals conducting and supporting U.S. diplomacy. You will be able to contribute your energy and skills to assist the Department in meeting its workforce needs for the future. You will gain first-hand knowledge of how the U.S. department recruits candidates for the U.S. Foreign Service, Civil Service, internships, and the Consular Fellows Program.

1) Unpaid Internship: Please note that accepting an internship for the Diplomat in Residence creates no financial obligation for the U.S. Department of State. These are considered unpaid internships, similar to those we offer in the U.S. Department of State or Embassies and Consulates abroad.

2) Harassment: The U.S. Department of State is an Equal Opportunity Employer. The Department does not tolerate harassment of any kind. In accordance with the Foreign Affairs Manual (3 FAM 1525), you should immediately report any inappropriate conduct both to appropriate university officers and the U.S. Department of State's Office of Civil Rights at SOCR_Direct@state.gov

3) Gifts: Government ethics rules generally prohibit Federal government employees from receiving gifts from outside sources, particularly those such as lobbyists with interests pending before the government.

Language Requirements

None